Positioning, inserting, and deleting

To position a legend using the Legend dialog (Figure 86) as well as insert or delete it, perform the following steps:

1) Enter edit mode by double-clicking the chart. The chart should now be surrounded by a gray border.

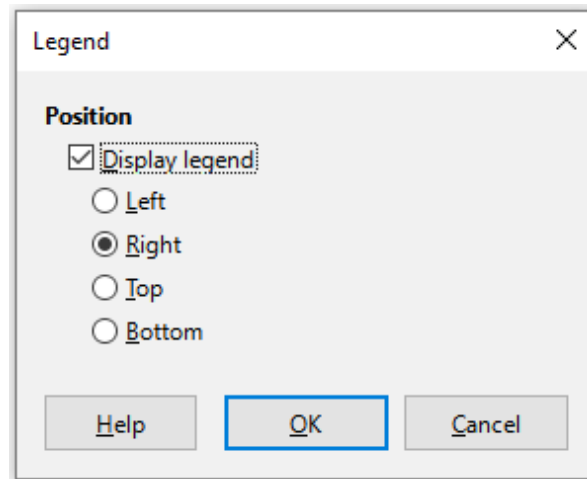2) Go to **Insert > Legend** on the Menu bar to open the basic Legend dialog.

Figure 86: Legend insertion dialog

3) Select or deselect the **Display legend** checkbox to either display or not display the legend.

4) Select the desired location for the legend – **Left**, **Right**, **Top**, or **Bottom**.

5) Click **OK** to close the dialog.

6) If desired, click outside the chart to leave edit mode.

> ### ⓘ Tip
>
> For finer positioning of the Legend, use one of the methods described in "Moving chart elements" on page 113.

Formatting legends

For advanced editing of a legend's appearance, a more extensive Legend dialog (Figure 87) has several options for formatting borders, fill, fonts, transparency, and position.

1) Enter edit mode by double-clicking the chart. The chart should now be surrounded by a gray border.

2) Do one of the following to open the Legend dialog (Figure 87):

   – Click on the **Legend** icon on the Formatting toolbar.

   – Select **Format > Format Legend** on the Menu bar.

   – Right-click on the legend and select **Format Legend** in the context menu.

   – Click on **Legend** in the *Select Chart Element* drop-down list on the Formatting toolbar or click the legend in the chart to select it. Then click on the **Format Selection** icon on the Formatting toolbar or select **Format > Format Selection**.

3) Make any desired changes. The options are self-explanatory or easily researched.

4) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.